



MEAP

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program

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Fall 2005 Elementary, Middle School, and High School Assessment Windows Extended

The following is excerpted from a memo sent today from Jeremy M. Hughes, Ph.D., Deputy Superintendent/Chief Academic Officer, to LEA and ISD Superintendents, Authorizers and Directors of Public School Academies, and MEAP Coordinators:

In cooperation with Pearson Educational Measurement, we are successfully resolving problems that arose in the delivery of assessment materials and should have these solved within several days.

In order to provide for those districts that had to delay planned testing, **the window for the fall 2005 assessment of elementary and middle school students is hereby extended two weeks, to end on Friday, November 4. Assessment materials must be returned by Friday, November 11 to Pearson.**

This extension applies to all schools, whether or not affected by any delay of assessment materials. Schools not affected by any delay are urged to stay on their planned assessment schedules and deliver their completed assessment materials to Pearson as quickly as possible so that Pearson can begin processing them.

In order to accommodate the shipping of high school materials, a third week is being added to the high school testing window. **The testing window will begin on October 24, as previously announced, and will now end on Friday, November 11. Assessment materials must be returned by Friday, November 18 to Pearson**

English Language Arts, Grades 4 to 8 Answer Folders

There are four different types of Answer Folders for ELA grades 4 to 8. Each answer folder can only be used with certain assessment forms. The assessment forms are indicated at the top of the answer folder. One of the following will be indicated:

Forms 1-8
Forms 9-10
Forms 11-16
Forms 17-20

Please make sure that every ELA answer folder matches the assessment form number on the ELA assessment booklet. In all subject areas, it is important to note that the grade level of the assessment booklet and answer folder are correct.

If a wrong answer folder has been used, please notify meap@michigan.gov with the following information: district name, school name, grade(s), subject(s), phone number, contact name.

Text Colors for Grade 3 Answer Folders/Assessment Booklets

To allow grade 3 students to mark their responses directly in the assessment booklets, the booklets were printed in machine-scannable colors. This eliminates the need for grade 3 students to juggle a test booklet and a separate answer folder.

The colors selected have been used in other state assessment programs for students at this grade level.

If you have a visually impaired student who will have difficulty reading the grade 3 assessment (whether or not the student has started the assessment), please contact the MEAP office so an accommodated form of the assessment can be provided.

Call 877-560-8378 or email meap@michigan.gov.

Re-assignment of Pre-ID'd Student Answer Folders

Pre-ID'd Student Answer folders may be re-assigned to other students for whom a student label has been printed. Be sure that these students write their name, teacher name, school name and district name in the spaces provided on the answer folder.

For grade 3 ELA and Math, place the new student label in the box marked "Place Student Label Here". (The original student information should not be altered or covered.)

For all other grade levels and subjects, place the new student label directly over the Pre-ID'd student information.

English Language Arts, Grade 8 – Error in Teach-Read Directions

There is an error in the teacher-read directions for Part 3A of Forms 11-16 of the Grade 8 ELA test.

The directions state that the student must mark their responses in Part 1A of their answer folder. This is incorrect. The directions should read:

"You may underline, highlight, or write notes in this booklet to help you, but you must mark all of your answers in Part **3A** of your **Answer Folder**."

Error in ELA Assessment Booklet, Grade 7, Form 7

In the ELA assessment booklet for Grade 7, Form 7, there is a typographic error in item 47. The item refers to a box on page 3, where it should say page 30. The previous item (46) refers correctly to the same box on page 30.

Assessment administrators working with ELA Grade 7, Form 7, should direct students to write the correct page reference in their assessment booklet before beginning Part 3.

District Coordinators, if you have schools assigned Form 7 for ELA Grade 7 and they have already administered Part 3, please advise the MEAP office via email to meap@michigan.gov.

Students moving to a new school before completing all parts of subject area.

What should be done if a student starts a subject area assessment and moves to a new school prior to completing all sections?

If possible, the first school should forward the student's test booklet and answer document to the new school. The new school should print a new label for the student, have the student complete the necessary parts, and send in the completed answer document with their shipment for scoring. In this case, the form does not have to match those assigned to the new school.

If the first school does not forward the unfinished assessment, they school at least should submit the parts completed with their return shipments. In this case, the new school should request and administer an emergency form of the test.

In either case, the first school should also send a message to aypcontactus@michigan.gov stating the student's name, grade level, and exit date, so that participation for AYP can be adjusted